



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, March 7, 2000

MEMORANDUM FOR: Human Resources Directors

FROM: MARY LOU LINDHOLM ASSOCIATE DIRECTOR FOR
EMPLOYMENT

Subject: Reasonable Accommodation Language in Vacancy Announcements

Recently, the United States Office of Personnel Management (OPM) was pleased to issue the first-ever Plan for Employment of People with Disabilities and accompanying Employment Guide. Under the plan, Federal employers will include language in vacancy announcements that states that reasonable accommodations will be made for qualified applicants or employees with disabilities. Effective immediately, competitive service agencies shall include reasonable accommodation language in their job announcements.

The purpose of the language is to inform disabled applicants that Federal agencies will consider reasonable accommodation requests. Use of this language will comply with Executive Order 13078 and OPM's Plan to increase the representation of adults with disabilities in the Federal workforce. The Plan (available on OPM's web site) provides recruitment strategies, references on special appointing authorities, suggestions for developing agency-specific programs to employ students with disabilities and encourages career development of the disabled.

Reasonable Accommodation Language

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

You should begin using the above statement or wording of your choice that conveys the availability of reasonable accommodation in all future job announcements. We will publish in the Federal Register a proposed rule on the reasonable accommodation language to provide further guidance and allow an opportunity for agency comments.